



FY14 – Victim Services Quarterly Reporting Instructions, Information and Due Dates

Forms are updated for FY14. Please make sure you are using the FY14 forms and instructions which are available on the CDVSA website at: <http://www.dps.state.ak.us/cdvsa> under the tab titled 'Forms'. For consistency and accuracy we require the FY14 version of the forms. **KEEP originals for your record copy.**

Report Submission:

Documents that require signatures

Documents with required signatures may be submitted in one of two ways, via email (as a PDF document) or faxed to the Council office. The email attachment method is preferred as the documents tend to be clearer and are easier to track and verify as received.

Documents that require signatures are: 1) Request for Advance; 2) Quarterly Expenditure/Revenue Report; 3) Budget Revisions (if needed); 4) EOY FVPSA letter; 4 Equipment Inventory.

Narratives and Outcome Measures

Submit Narratives and Outcome Measures in a Microsoft (MS) Word-compatible format and attach to an email and send to your Program Coordinator. Please submit Narratives and Outcome Measures as two separate documents. **Do not** submit them as PDF documents.

If you have any questions or need further instructions please contact your assigned CDVSA Program Coordinator.

FAX Number: 907-465-3627

Program Coordinator's contact info:

Linda Hoven	linda.hoven@alaska.gov	907-465-4321
Freda Westman	freda.westman@alaska.gov	907-465-2278
Annie Whittey	annie.whittey@alaska.gov	907-465-3161

If you have questions about recording or reporting statistical data, you may contact the **Research Analyst** directly at:

Rocket (Bahiiyyih) Parish	bahiiyyih.parish@alaska.gov	907-465-4673
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DUE QUARTERLY

❑ REQUEST FOR FUNDS ADVANCE - Email in PDF format or fax

DUE DATES:

- **1st Quarter:** Submitted with grant award documents
- **2nd Quarter:** Sept. 15, 2013
- **3rd Quarter:** Dec. 15, 2013
- **4th Quarter:** March 15, 2014 (2/3 of quarterly amount)
- **4th Quarter Final:** May 15, 2014 (1/3 of quarterly amount)

Advances will be issued if/when the following conditions are met:

Quarter	Condition
First	Submission of FY14 grant award documents and authorizing official form
Second	Submission of FY13 end of year reports and remaining FY13 documents
Third	Submission of FY14 first quarter reports and data requirements
Fourth Qtr & then Final Month	1. Submission of FY14 second quarter reports and data requirements 2. Review of first and second quarter expenditures 3. Compliance with on-site recommendations and submission of corrective documentation

Advances for the first (1st), second (2nd) and third (3rd) Quarters are 25% of the grant award for each of these quarters when conditions are met. For the fourth (4th) Quarter Advance, Program Coordinators process the advance in two (2) installments, the first of which is 2/3 of one quarter of the grant award and the second installment is the last 1/3 of the quarter of the grant award.

However, if the program is underspent coming into the 4th Quarter, CDVSA withholds that corresponding amount from the 4th Quarter advance and may redistribute that amount to other programs. Programs that are underspent may request approval for the full 4th Quarter advance (25% of the grant) by, 1) submitting a letter of explanation for under-spending in the first two quarters, and 2) stating how the entire grant amount will be expended by June 30, 2014.

This form will be forwarded to your program by your Program Coordinator. Please have the report signed and dated by the appropriate signatory and keep the original copy in your files.

❑ QUARTERLY EXPENDITURE/REVENUE REPORT FORM – Email in PDF or fax

DUE DATES:

- **1st quarter:** October 30, 2013
- **2nd quarter:** January 30, 2014
- **3rd quarter:** April 30, 2014
- **4th quarter:** August 15, 2014

Page 1 - Be sure to indicate: 1) program name, 2) FY14 grant award number, 3) the quarter being reported and, 4) whether it is the original or a revised report.

The Expenditure / Revenue Form reports the combined entire award amounts of the state grant, VOCA, and FVPSA for revenues and expenditures. **Use only whole numbers, (round), without \$ signs. Use commas to separate hundreds, thousands, etc.**

The first section is the REVENUE section. The annual budget is the grant award amount listed in the **total** cost line of the CDVSA Grant Award column on the Notification of Grant Award (GAN). In the reporting quarter, indicate the amount of funds received for that quarter. The YTD % is the year-to-date percentage of the Budget received at that point of the fiscal year (FY).

Example

REVENUE	Annual Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Total	YTD %
CDVSA	10,000	2,500				0	25%

The next section, “ALL CDVSA EXPENDITURES,” is for reporting quarterly expenses of **total** grant award for **all** CDVSA funding streams specific to this FY13-DV award: state and federal. The “Annual Budget” column must show the amounts as budgeted in your grant contract or approved revised budget. The next columns are for first, second, third and fourth quarter expenditures and for year-to-date (YTD) totals. The last column is the percentage of your total budget expended, YTD. (In the Excel form, see the third tab of the workbook for an example.)

Example ALL CDVSA EXPENDITURES	<i>Example</i>						
Personal Services	4,000					0	%
Travel	1,000					0	%
Facility	1,000					0	%
Commodities	500					0	%
Equipment	500					0	%
Other Contractual	2,000					0	%
Indirect Costs	1,000					0	%
Total ALL grant Expenditures	10,000	0	0	0	0	0	%

The sections after the ALL section highlight expenditures for the VOCA and FVPSA grants. Please break out the amounts for each grant from the combined totals in the ALL CDVSA EXPENDITURES section; show annual budget and amounts expended quarterly and YTD.

The last section on page 1 reports your program’s matching support of cash and in-kind during the quarter – for CDVSA, FVPSA and VOCA funds. The first column is your total annual match listed on your GAN or Amended GAN. Match does not need to be applied at the exact time or in proportion to the obligation of Council funds. However, the full matching share must be obligated by the end of the award period.

MATCH							
CDVSA Match						0	%
FVPSA Match						0	%
VOCA Match						0	%

Page 2 - Report your quarterly tax filing dates and a budget narrative on the second page. The budget narrative is **REQUIRED** for each quarter. The second page has a signature line; please have it signed by the appropriate signatory.

❑ **QUARTERLY NARRATIVE REPORT FORM – Email Only**

DUE DATES:

- **1st quarter: October 30, 2013**
- **2nd quarter: January 30, 2014**
- **3rd quarter: April 30, 2014**
- **4th quarter: August 15, 2014**

Use the Narrative Report to showcase accomplishments and discuss challenges and otherwise inform CDVSA staff and the Council about what is happening with your program participant service delivery, community relations, and agency operations. It often helps the Council recognize and address statewide trends, patterns, or challenges.

❑ **OUTCOME MEASURES REPORT – Email**

DUE DATES:

- **1st quarter: October 30, 2013**
- **2nd quarter: January 30, 2014**
- **3rd quarter: April 30, 2014**
- **4th quarter: August 15, 2014**

This report is new this past year for reporting Outcome Measures for seven (7) areas of victim-focused outcomes developed through a committee of program and staff members. Two outcome measures, however, remain the universal FVPSA required Outcome Measures. Programs may optionally report additional outcome measures, which may be added to the end of the form. If an outcome measure is not applicable to a program, write N/A.

❑ **EDUCATION and COMMUNITY COORDINATION TRAINING REPORT – Email**

DUE DATES:

- **1st quarter: October 30, 2013**
- **2nd quarter: January 30, 2014**
- **3rd quarter: April 30, 2014**
- **4th quarter: August 15, 2014**

This information was formerly collected in the Goals and Objectives form. That form is no longer used; however CDVSA still needs data on community training. Please fill out the form for each quarter with totals (sum of all quarters) reported in the YTD (year-to-date) column.

Due, as needed, by Program before End of the Year
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❑ **BUDGET REVISION REQUEST FORM - Email in PDF format or fax**

DUE DATES:

- **Submit as needed**
- **In all cases, before July 30, 2014**

Budget Revision Requests are required only when your program plans on expending 10% or \$5,000 (whichever is LESS) over the amount in a budget category. Only changes between CDVSA identified categories such as Personal Services, Equipment, Travel, etc., require a Council-approved budget revision. However, if any CDVSA budget category is \$0 (for example: \$0 for Equipment Category) and you plan to spend any amount of Council funds in that category, a budget revision is required.

Example: You have \$4,000 in your original Equipment budget. Your printer breaks so you decide to move \$2,500 from Personal Services to Equipment to purchase a new printer. Do you need to submit a budget revision? YES. \$2,500 is smaller than the \$5,000 minimum; however, it is more than 10% of the original equipment budget. (10% of the Equipment category is \$400.) Therefore, a Budget Revision Request is necessary.

Show the original budget on the form for ALL budget categories, not just those that you are requesting/notifying change. Write the revision amount in the provided column. Requests must be approved **prior** to making budget changes. In all cases, use the new budget amounts for your quarterly reports.

If you require a budget change that is LESS than \$5,000 or 10% of a budget line, Council approval is not required, however, you must notify the Council office within 30 days after the budget change is made per Council regulation 13 AAC 95.300(e)(2). Use the same Budget Revision Form and note on the form that the change amount does not require approval.

DUE YEARLY

☐ **ON-SITE EVALUATION CORRECTIVE RECOMMENDATIONS – Email or hardcopy**

DUE DATE:

- **December 31, 2013**

If a program was provided an on-site CDVSA evaluation prior to June 30, 2013, grant award conditions require programs comply with the CDVSA evaluation report recommendations received from Council staff between July 1, 2012 and June 30, 2013. These are not specific CDVSA reporting forms that programs must fill out, but may include documentation of corrective action and compliance.

☐ **CDVSA EQUIPMENT INVENTORY REPORT- Email in PDF format or fax**

DUE DATE:

- **January 30, 2014**

As noted in Council regulation 13 AAC 95.320(i)(j)(k), programs are required to provide an updated equipment inventory list that identifies non-expendable personal property purchased using **Council funds** of \$500 or more at the time of purchase. This is an ongoing inventory report, not just for current year purchases.

☐ **YEAR-END EXPENDITURE DETAIL REPORT – Email in PDF format or fax**

DUE DATE:

- **August 15, 2014**

List program name, grant number, and the fiscal year on the lines provided. **Use only whole numbers, (round), without \$ signs. Use commas to separate hundreds, thousands, etc.**

The first column is your approved annual budget (use revised amounts if budget revisions were approved). The second column is YTD **actual** expenditures for each line item. Each category section totals below its section. For instance, this is the Personal Services category section:

Total Annual Budget	Year End Actual Expenditures
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100 Personal Services		
Salaries		
Fringe Benefits		
Total Personal Services	0	0

The Total All Categories line in the right-hand column calculates each of the categories total lines for combined Total Annual Budget and Year End Actual Expenditures.

Total All Categories	0	0
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Record your match amounts for Annual Budget for CDVSA, FVPSA and VOCA on the form under match from your program's Notification of Grant Award (GAN) or amended GAN.

Match		
CDVSA		
FVPSA		
VOCA		
Total Match	0	0

The Match Year End Actual Expenditures column includes Cash and In-Kind expended for match requirements for CDVSA, FVPSA and VOCA during the year. *Match documentation will be reviewed during on-site evaluations. Match does not have to be received or expensed within a particular reporting period as long as the full amount is expended within the grant period*

The Total Project line at the end of the right-hand column includes the amount in the Total All Categories line plus the Match category.

THE FOLLOWING REPORTS ARE FOR VICTIM SERVICE PROGRAMS ONLY.
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- ☐ **VOCA END OF YEAR PERFORMANCE REPORT – EMAIL in Word format, not PDF.**

DUE DATE:

- **August 15, 2014**

For programs receiving VOCA funds, use the provided report form and give a narrative description of activities- including how funds were used and your program accomplishments. CDVSA compiles all the reports into one statewide report for VOCA.

- ❑ **FVPSA END OF YEAR PERFORMANCE REPORT – EMAIL in Word format, not PDF.**

DUE DATE:

- **August 15, 2014**

If a program received FVPSA funds, provide an End of Year Performance Report form with a narrative description of activities and include how funds were used and accomplishments. Reports will be compiled into one statewide report for FVPSA.

- ❑ **FVPSA LETTER ON AGENCY LETTERHEAD – Email in PDF format or fax**

DUE DATE:

- **August 15, 2014**

If a program received FVPSA funds, a letter to the Council is required describing that FVPSA funds were used according to FVPSA funding requirements. Programs may use the wording of the template letter provided, as is, by adding in the date, their program name, and the amount received or they may tailor the letter. Send the signed letter on program letterhead.

THANK YOU!